



822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Fax: 1-803-436-2652

The City of Sumter welcomes you to the **Sumter City Centre**. The **City Centre** is available for the public to enjoy based on availability. In reserving the center, you must agree to the following conditions.

GENERAL RULES:

- The facility and surrounding area will be left clean as found.
- All trash will be put in the outside dumpster located behind the City Centre in the Sumter Opera House parking lot.
- If the kitchen area is utilized it will be left clean and free of debris.
- **Inflatables are NOT allowed.**
- You may decorate center using tape, ribbon or soft wire. No tacks, staples or nails allowed. **All changes to floor plans must provide 48 hour notice.**
- Rental hours begin when doors are opened to begin set-up and run continuously until center is completely vacated. The building and premises are to be cleared no later than 11:00pm.
- On Sundays, the center will not be available for rent until 2:00 pm.
- Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness. **Do not drag equipment, tables, chairs or other heavy objects across the floor.**
- The City will NOT be responsible for any property not removed from the premises.
- All event requests NOT listed in this application must be placed on the special request form and approved by the Coordinator. All external structures are prohibited.
- **A deposit must be made to secure a date for the event.** If the event is cancelled a 30 day notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability. _____
Initials
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.
- Alcoholic beverages are not allowed **without prior approval** and smoking is prohibited.
- **Rental of the City Centre is separate from the rental of the Opera House. Rental of the City Centre does not provide automatic use of the historic Sumter Opera House.**
- Live entertainment will not be permitted **without prior approval**. Groups using amplification will take into consideration the volume used due to surrounding commercial businesses.

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE CITY CENTRE WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

RENTAL APPLICATION

(City Centre)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ Event Date Requested: _____

Name of Organization: _____

Organization Phone: _____

Name of Person Responsible for Use: _____

Address:

Day Phone: _____ Night Phone: _____

Name of Person Responsible for Payment (If same as above please write same):

Name: _____

Address: _____

Phone: _____

Type/Details of Event:

Number of Attendees: _____ Event Coordinator : _____

SECURITY REQUIREMENTS

***Effective January 17, 2013, security will be required for all rentals. The safety/security personnel must be off-duty uniformed Sumter Police Officers. The security fee is \$20.00 per hour for 75 people or more. The Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force.**

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE CITY CENTRE WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

The Management of the City Centre reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 75 guests up to the maximum of 102. This is a mandatory requirement for all individuals utilizing the City Centre. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force. I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. **I understand that if I have not secured an off-duty uniformed officer then the City Centre will refuse entry of additional patrons above the scheduled number in the party.** (Pay Rate: \$20 per Officer, per hour)

SIGNED _____

DATE _____

Event Hours of Rental

Setup Time Begins

Event Begins

Cleanup Time Ends

Security officer(s) arrive(s) 30 minute prior

Security officer(s) depart(s) 30 minutes following

Number of Officers Needed: _____

Hours Needed: _____

Total Cost For Security: \$ _____ (Security Officer Fee's Must Be Paid with Separate Money Orders)

City Centre Centre Rental Fees
(All Rentals Figured In One Hour Increments)

Day Rate: 10am-5pm, Monday-Friday

\$60.00 per hour

Evenings 5-11pm, Weekends & Holiday Rate:

\$80.00 per hour

A Deposit of \$50 is required for all one-time day events Monday-Friday, 7:00am-5:00pm and \$100 is required for all other events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter.

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.

Request for Reservation:

Day:

_____ Hours @ \$60 per hour \$ _____ +\$50 Deposit

Evening, weekends & holidays:

_____ Hours @ \$80 per hour \$ _____ +\$100 Deposit

Please check if you will be using any of the following:

_____ Use of Kitchen _____ Tables & Chairs _____ Alcohol _____ Live Entertainment

_____ Speaker System _____ CD Player _____ Monitor _____ Corded Microphone

_____ Use of Terrace (*between City Centre and Angel's Restaurant—does NOT include courtyard*)

_____ Use of Courtyard (*A separate form will need to be completed stating details*)

Event Hours of Rental

Setup Time Begins

Event Begins

Cleanup Time Ends

Total cost of reservation: _____ **Payment due date:** _____

Equipment Available:

Speaker System, CD Player, Flat Screen Monitor, Corded Microphone, 102 Chairs, 12 Round Tables, 14 Long Banquet Tables

(City Centre)
FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the City Centre and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

(Print Name)

Signature

Date

For Office Use and Refund Approvals:

Deposit Paid By: _____
Payment Paid By: _____
Payment Due Date: _____

Deposit Received: _____ **Rental Fee Received:** _____

The City Centre has been inspected and deposit may be refunded.

The City Centre has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Name for Check to be made out to: _____
Address: _____

Revised: 7/30/12